

# Emergency Action Plan Worksheet – Event Staff

Activity:	Location:
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## 1 911 TEAM

CALL 911		
<b>CALL 911. Explain emergency. Provide location.</b>		
	EVENTS	
Closest Phone		
EMS Access Point		
Street Intersection		
<b>MEET AMBULANCE at EMS Access Point. Take to victim.</b>		
	EVENTS	
EMS Access Point		
Street Intersection		
<b>CALL CONTACTS. Provide location and victim's name.</b>		
	NAME	CELL
Athletic Trainer		
Athletic AD		
Principal		

## 2 CPR/AED TEAM

START CPR	
<ol style="list-style-type: none"> <li>1. Position person on back.</li> <li>2. Put one hand on top of the other on middle of person's chest. Keeping arms straight, push hard and fast, 100 presses/minute. Let chest completely recoil after each compression.</li> <li>3. Take turns with other responders as needed</li> </ol>	
Responder 1	
Responder 2	
Responder 3	
<b>WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS</b>	
<ol style="list-style-type: none"> <li>1. Remove clothing from chest.</li> <li>2. Attach electrode pads as directed by voice prompts.</li> <li>3. Stand clear while AED analyzes heart rhythm.</li> <li>4. Keep area clear if AED advises a shock.</li> <li>5. Follow device prompts for further action.</li> <li>6. After EMS takes over, give AED to Athletic Administrator for data download.</li> </ol>	

## 3 AED TEAM

GET THE AED	
	EVENTS
Closest AED	
GET THE ATHLETIC TRAINER	
Typical location	

**CALL 911 for all medical emergencies.**  
**If unresponsive and not breathing normally, begin CPR and get the AED.**